

Retention and Classification Report

Agency: Department of Public Safety. Utah Highway Patrol. Section #19
(512)
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Records Officer Debbie Howell

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AGENCY: Department of Public Safety. Utah Highway Patrol. Section #19

SERIES: 16900

3

TITLE: Accident photograph logs

DATES: 1967-

ARRANGEMENT: Numerical by sequential number and date

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

This is a log corresponding to the Accident photograph negatives, series 16899. While it is used to assist the agency in retrieving negatives, the negatives are listed in the same manner in which they are filed, therefore it is not an index. Information includes the name of the trooper reporting the accident, the type of car(s) involved in the accident, and occasionally the last name of the driver.

RETENTION:

Retain 14 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1994

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 14 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical

This disposition is based on the historical needs expressed by the State Records Committee.

AGENCY: Department of Public Safety. Utah Highway Patrol. Section #19

SERIES: 16900

TITLE: Accident photograph logs

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Public Safety. Utah Highway Patrol. Section #19

SERIES: 16899

3

TITLE: Accident photograph negatives

DATES: 1967-; 1980-

ARRANGEMENT: Numerical by sequential number

ANNUAL ACCUMULATION: 3.00 cubic feet.

DESCRIPTION:

These photograph negatives depict a portion of the traffic accidents investigated by Utah Highway Patrol troopers. Highway Patrol procedures require troopers to take pictures of accidents only if there is an injury, death, and/or significant property damage. Occasionally, negatives may be used to provide information to insurance adjusters and attorneys. The negatives should be maintained the same length of time as Incident reports, series 83065, which are scheduled for eight years. Information includes accident date, investigating officer's name and badge number, number of negatives per accident, location and county in which the accident occurred, and a case number.

RETENTION:

Retain 14 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1994

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Photo negatives: Retain in Office for 4 years and then transfer to State Records Center. Retain in State Records Center for 10 years and then transfer to State Archives with authority to weed.

AGENCY: Department of Public Safety. Utah Highway Patrol. Section #19

SERIES: 16899

TITLE: Accident photograph negatives

(continued)

APPRAISAL:

Historical

This disposition is based on the historical value expressed by the State Records Committee.

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. Any photographs depicting nudity, gross mutilation, or other similar material

AGENCY: Department of Public Safety. Utah Highway Patrol. Section #19

SERIES: 16901

3

TITLE: Camp Williams training school records

DATES: r

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These records document law enforcement training given by the Utah Highway Patrol and held at Camp Williams. For many years, the Utah Highway Patrol was the only source of such training in the Intermountain West. Therefore, officers from different law enforcement entities attended this training. Training included various aspects of law enforcement including a basic two week officers candidate school, and additional training in burglary, basic police, police supervision, in-service, and riot procedure.

RETENTION:

Retain 1 year.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 11, Item 48.

AUTHORIZED: //

FORMAT MANAGEMENT:

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Paper: Retain in Office for 1 year and then transfer to State Archives with authority to weed.

AGENCY: Department of Public Safety. Utah Highway Patrol. Section #19

SERIES: 16901

TITLE: Camp Williams training school records

(continued)

APPRAISAL:

Historical

These records do not appear to contain a complete record of Utah Highway Patrol training efforts between the years indicated. However, they may contain some information that could be valuable to researchers.

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Public Safety. Utah Highway Patrol. Section #19

SERIES: 82979

3

TITLE: Equipment record

DATES: 1980-

ARRANGEMENT: Alphabetical by name of employee

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These records provide documentation of any equipment issued to a Utah Highway Patrol Trooper. Information includes date issued, amount, I.D. card, shield number, cap badge, name plate, service stars, belt, holster shoulder strap, handcuff case, cartridge case, belt keeper, baton, baton holder, tape measure, measure meter, template, accident stamp kit, gun cleaning kit, and rules and regulation book.

RETENTION:

Retain until separation of employee.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 07/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until separation of employee and then destroy.

APPRAISAL:

Administrative

AGENCY: Department of Public Safety. Utah Highway Patrol. Section #19

SERIES: 82979

TITLE: Equipment record

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Public Safety. Utah Highway Patrol. Section #19

SERIES: 83160

3

TITLE: Firearm training records

DATES: 1935-

ARRANGEMENT: Alphabetical by trooper surname

ANNUAL ACCUMULATION: 5.00 cubic feet.

DESCRIPTION:

All Utah Highway Patrol officers are required to participate in regular firearm training. These records track the number of hours and firearm scores of each individual trooper. Information includes name and badge number of officer, date and number of hours in training, location, name of instructor, section number, type of slug or buck, type of weapon such as service weapon or off-duty weapon, make and model and type of training (night, deadly force, etc.).

RETENTION:

Retain 10 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 07/2000

FORMAT MANAGEMENT:

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Paper: Retain in Office for 10 years and then destroy.

APPRAISAL:

Administrative

AGENCY: Department of Public Safety. Utah Highway Patrol. Section #19

SERIES: 83160

TITLE: Firearm training records

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Public Safety. Utah Highway Patrol. Section #19

SERIES: 83105

3

TITLE: Firearms maintenance records

DATES: 1980-

ARRANGEMENT: Alphabetical by trooper surname

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These records provide documentation of the maintenance of firearms of each Utah Highway Patrol officer. The check list could include information on general cleanliness and condition of all parts of the firearm: screws, ejector rod, cylinder, sights, hammer, and stocks. Information also includes the weapon serial number, type of weapon, date of any repairs, specific check list of problems stating parts and areas of the weapon that needed repair, and the parts used.

RETENTION:

Retain until gun is sold or traded.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 07/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until gun is sold or traded and then destroy.

AGENCY: Department of Public Safety. Utah Highway Patrol. Section #19

SERIES: 83105

TITLE: Firearms maintenance records

(continued)

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Public Safety. Utah Highway Patrol. Section #19

SERIES: 83106

3

TITLE: Firearms repair record

DATES: 1988-

ARRANGEMENT: Numerical by serial number

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

This record provides a record of repairs performed on a weapon. Information includes weapon serial number, type of weapon, date of repair, specific check list of problems stating parts and areas of the weapon that needed repair, and parts used. The complete firearm maintenance records, series 83105 are maintained until the gun is sold or traded.

RETENTION:

Retain 15 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 07/2000

FORMAT MANAGEMENT:

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Paper: Retain in Office for 15 years and then destroy.

APPRAISAL:

Administrative

AGENCY: Department of Public Safety. Utah Highway Patrol. Section #19

SERIES: 83106

TITLE: Firearms repair record

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Public Safety. Utah Highway Patrol. Section #19

SERIES: 83152

3

TITLE: Intoxilyzer files

DATES: 1988-

ARRANGEMENT: Numerical by equipment number

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

Intoxilyzer machines are used to determine the blood alcohol level of individuals arrested on suspicion of drunk driving. These files are established upon acquiring the equipment. Records include the affidavit (assuring that proper and regular testing of the intoxilyzer instruments occurred), the custodian certificate (assuring that maintenance on the reading of the breath testing instrument are maintained), and the log, which documents all tests over a period of time, allowing a quick overview of the tests given. Information could include the serial number and location of instrument, date of inspection or test, a description and explanation of any required repairs, date of last check of the instrument, and signature of the inspector and notary. These records sometimes contain information on the name of the person tested, test time, drivers license number and state, gender, accident, person performing the test, and reason the test was ordered.

RETENTION:

Retain 2 years after equipment is surplus or sold.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1994

AGENCY: Department of Public Safety. Utah Highway Patrol. Section #19

SERIES: 83152

TITLE: Intoxilyzer files

(continued)

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until equipment is surplus or sold and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the agency.

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Public Safety. Utah Highway Patrol. Section #19

SERIES: 83154

3

TITLE: Intoxilyzer log

DATES: 1982-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

This log documents intoxilyzer tests over a period of time, which allows a quick overview of all tests given. Information includes test number, date, name of subject tested, result, time of test, drivers license number and state, sex, accident information, person performing the test, reason for test, and name of judge or court.

RETENTION:

Retain 7 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1994

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the agency.

AGENCY: Department of Public Safety. Utah Highway Patrol. Section #19

SERIES: 83154

TITLE: Intoxilyzer log

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. Date of birth and driver license number

AGENCY: Department of Public Safety. Utah Highway Patrol. Section #19

SERIES: 83161

3

TITLE: Radar certification record

DATES: 1978-

ARRANGEMENT: Alphabetical by last name

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These records document legal certification of radar equipment utilized by the Department of Public Safety and the Utah Highway Patrol. Information includes make, model and serial number of equipment, frequency, date tested, name, title and signature of tester, and signature of notary public.

RETENTION:

Retain 6 months after radar unit is no longer used.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 07/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 6 months after radar unit is no longer used and then destroy.

APPRAISAL:

Administrative

AGENCY: Department of Public Safety. Utah Highway Patrol. Section #19

SERIES: 83161

TITLE: Radar certification record

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Public Safety. Utah Highway Patrol. Section #19

SERIES: 82972

3

TITLE: Supply requisition

DATES: 1979-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These are internal records submitted to the supply officer as a requisition for supplies. Information includes quantity requested, description of item, quantity issued, serial or stock number, use by person/station, cost, date, division commander approval signature, district supervisor signatures, and date received.

RETENTION:

Retain 1 year.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 07/2000

FORMAT MANAGEMENT:

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Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

Administrative Fiscal

AGENCY: Department of Public Safety. Utah Highway Patrol. Section #19

SERIES: 82972

TITLE: Supply requisition

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Public Safety. Utah Highway Patrol. Section #19

SERIES: 83159

3

TITLE: Tuning fork certification

DATES: 1978-

ARRANGEMENT: None

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These records provide legal certification in regards to all tuning forks assigned to each radar device being operated by the Utah Highway Patrol. The tuning forks are tested for accuracy every 6 months by a Utah Highway Patrol technician. Information includes serial number of tuning fork, cycles per second to equal the number of miles per hour, brand of tuning fork, date tested, name, title and signature of tester, and signature of notary public.

RETENTION:

Retain for 6 months after service life of equipment has expired.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 07/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 6 months after service life of equipment has expired and then destroy.

AGENCY: Department of Public Safety. Utah Highway Patrol. Section #19

SERIES: 83159

TITLE: Tuning fork certification

(continued)

APPRAISAL:

Administrative

The test is utilized in court as evidence of proper testing procedures. The tuning fork certification is retained by the courts to provide proof of accuracy of the radar equipment.

PRIMARY CLASSIFICATION:

Public